Introduction to Modify a SAR

At certain points in the process, users granted with the appropriate security access can modify a SAR. Modifications are permitted:

- For SARs that are in "Pending," "SAR Requesting Approval," "State Approved-Yes" and "State Approved-No" status
- On the same day that SARs are "Authorized," "Extended," status prior to data being sent to the Fiscal Intermediaries. However, only the number of days, service begin date, service end date, special instructions and reporting category may be modified. NO ADDITIONAL SERVICES MAY BE ADDED.

Objectives

At the completion of this section, you will be able to:

Modify a SAR

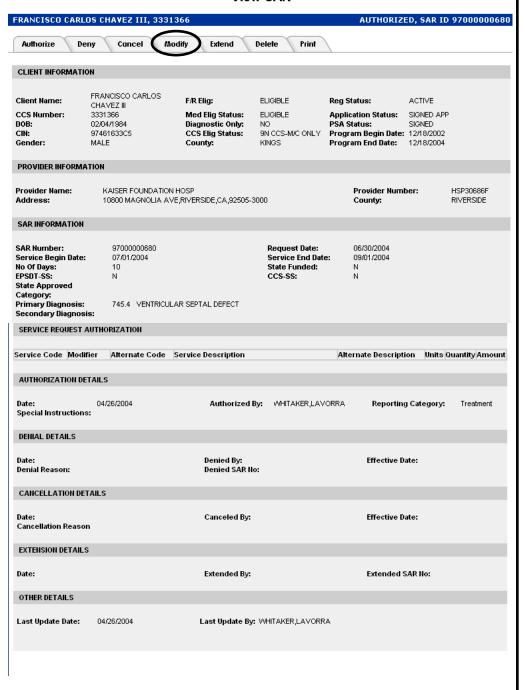
Notes

19.1 How to Get to the SAR

- 1. Search for the SAR and view the details on View SAR Details.
- 2. Click the "Modify" tab

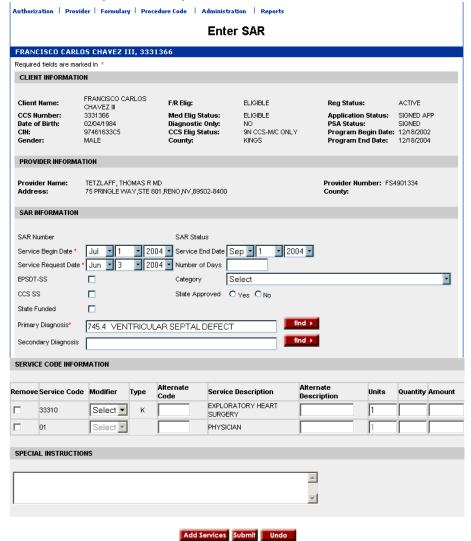
Authorization | Provider | Formulary | Procedure Code | Administration | Reports

View SAR



19.2 How to Modify the SAR

- 1. Update the SAR.
 - For SARs in "Pending" and "Request Approval," users will be taken to "Enter SAR Components."
 - For SARs in "Authorized," "State Approved-Yes," and "State Approved-No" status, users granted SAR AUTHORIZE security will be taken to the "Authorize" tab.
 - For SARs in "Extended" status, users will be taken to the "Extend" tab.
- 2. Click the button at the bottom of the page. Depending on the page, this may be the "Submit," "Authorize," or "Extend" button.





Modifying Authorized and Extended SARs

"Authorized" and "Extended" SARs can *only* be modified on the SAME day that the transaction was made (prior to the data being sent to the Fiscal Intermediaries).

Notes